Job Aid: Accessing the VA Talent Management System (TMS)

Purpose

The purpose of this job aid is to guide you through the step-by step process of logging into the VA TMS, retrieving your forgotten password and using the Check System feature to ensure that your computer meets the minimum requirements.

In this job aid, you will learn how to:

A. Log in, log out, change password and establish a security question
B. Retrieve a forgotten password
C. Check your computer's software to determine if it meets the minimum requirements of the VA TMS

Task A. Log into the VA TMS

New User: Login Page

If this is your first time logging into the VA TMS, it is critical that you follow these steps carefully.

1. Launch your internet browser. Type the web address https://www.tms.va.gov into the browser's *Address* field and press the **Enter** key. The *User Login* page appears.

2. Click in the **USER ID** text field and type your user ID.

   - Your user ID is your last name, followed by a (.) period, followed by your first name, followed by the two-digit month and two-digit day of your birthday

   - The user ID is not case-sensitive

   - Example: Doe.Jane0105

3. Click in the **PASSWORD** text field and type Password#1 as your temporary password.
   - Your password is case-sensitive

4. Click the **Login** button or press the **Enter** key.
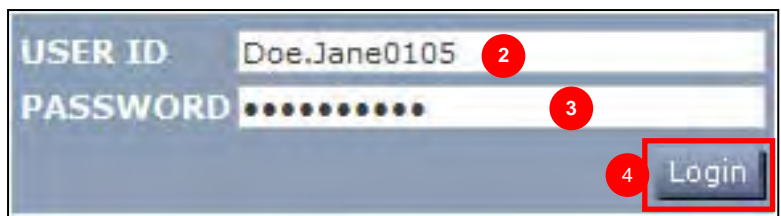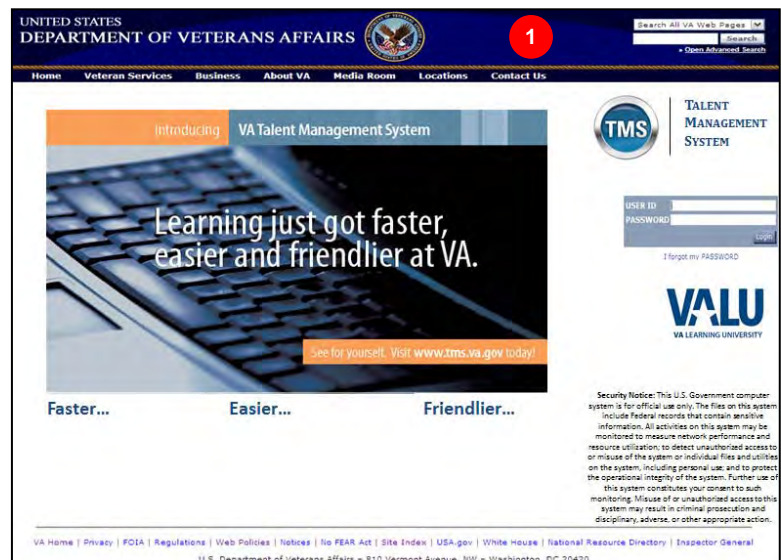
5. If the *AutoComplete Passwords* dialog box appears, check the **Don't offer to remember any more passwords** checkbox and click the **No** button.

New User: Change Password

As a brand-new user, you will be given a temporary password to use upon your initial login to the VA TMS. After logging in, the *Password Expired* page appears and you must create a new password.

1. Click in the **Old Password** text field and type the temporary password Password#1.

2. Click in the **New Password** text field and type in your new password. Your new password must be compliant with the following VA TMS rules:

   - 8-40 characters in length

   - Contain both capital and lower case letters

   - Include both a number and non alphanumeric special character such as: !@#$%^&*()_-+=":';?/><

   - Cannot contain your USER ID

   - Cannot contain your first name or last name

3. Click in the **Verify Password** text field and retype your new password.

4. Click the **Apply Changes** button.

New User: Create Security Question and Answer

On the next page, you are required to create a security question and answer that will be used when retrieving your password. A good security question and answer is something that only you will know.

1. Click in the **Security Question** text field and type a security question*.*

   - You should avoid questions that contain personal data that is generally available (e.g. SSN, address, mother's maiden name, etc.)

   - Some examples of security questions include*:*

     What is the make and model of your first car?

     What is your best friend's name?

2. Click in the **Security Answer** text field and type a security answer.

   - Your security answer must contain a minimum of 5 characters

   - This field is case-sensitive.

3. Click in the **Re-Enter Security Answer** text field and retype your security answer to ensure that you typed correctly.

4. Click the **Submit** button.

5. If you successfully entered a security question and security answer, you should see the *News* page**.**

Home Page

Welcome to the VA TMS *Home* page. You will be spending much of your time accessing common processes and places from this page.
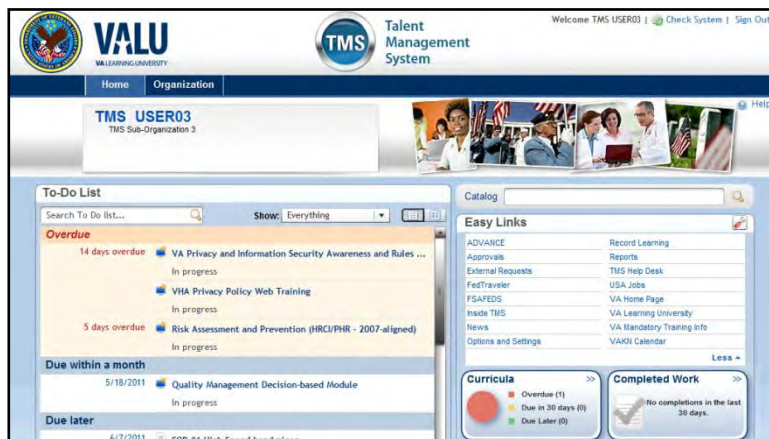
Sign Out

Properly signing out of the VA TMS is just as important as properly logging in. This allows the VA TMS to keep your information and activities private and secure. Click the **Sign Out** link to exit the VA TMS.

Task B. Retrieve Forgotten Password

Returning Users

With so many passwords to remember nowadays, you may find yourself not able to recall your VA TMS password. If this occurs, there is an easy solution.

1. Launch your internet browser. Type the web address https://www.tms.va.gov into the browser's *Address* field and press the **Enter** key. The *User Login* page appears.

2. Click the **I forgot my PASSWORD** link below the *Login* text fields.

3. You will be taken to the *Password Reminder* page where you will need to click in the **User ID** text field and type your VA TMS user ID*.*

   - If you have not yet entered an email address under your *Talent Profile*, VA TMS will be unable to email you your password. Instead, please contact your TMS Administrator to reset your password

4. Click the **Submit** button or press the **Enter** key from your keyboard.

5. The next page requires you to click in the **Security Answer** text field and type the correct answer to the security question you created when you first logged into the VA TMS*.*

   - If you are unable to recall the correct answer to your security question, please contact your TMS Administrator to reset your password and then create a new security question/answer

6. Click the **Submit** button or press the **Enter** key.

   - The password will be sent to your email account

Task C. Software Checker

Before using the VA TMS for the first time, or if you are using a new computer to access the VA TMS, it's a good idea to check your computer to ensure it meets the minimum system requirements. The VA TMS can do this for you after you log in.

1. To review the results of this test, click the **Check System** link located in the upper right corner of the *Home* page.

2. The *Software Check Results* page will display in a new browser window.

   - If the computer you are using does not meet a requirement, the *Software Check Results* page will provide additional instructions for you to follow to be able to meet that requirement

Welcome TMS USER03 | Check System | Sign Out

Talent Management System

Software Check Results

The VA desktop standards can be reviewed by clicking the following link:
VA Desktop Standards
The following are the results from the software check:

- Microsoft Internet Explorer 8.0 - Supported browser is detected.

  Supported browsers:
  o Internet Explorer (Supported version is between 6.0 and 8.0.)
  o Mozilla Firefox (Supported version is 3.6.x.x and above.)
  o Safari on Mac (Supported version is 5.0 and above.)

- Java 1.6.0.20 - You have the correct version installed and enabled.

  o Supported version is between 1.5 and 1.6.x.x.

- Flash player 10.1.53.64 - You have the correct version installed and enabled.

  o Supported version is 9.0 and above.

- Adobe Reader 9.3.0.0 - You have the correct version installed and enabled.

  o Supported version is 9.0 and above.

Recheck System